

# CEA



## C A R E E R   E X E C U T I V E   A S S I G N M E N T

An employer offering Equal Employment Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

**DEPARTMENT:** DEPARTMENT OF INSURANCE  
**POSITION TITLE:** DEPUTY COMMISSIONER, ENFORCEMENT BRANCH, CEA 4  
(PEACE OFFICER)  
**SALARY:** \$9,018 - \$9,939  
**FINAL FILING DATE:** JULY 15, 2013  
**LOCATION:** SACRAMENTO

### DUTIES AND RESPONSIBILITIES

Under the direction of the Insurance Commissioner/Chief Deputy Insurance Commissioner, the incumbent:

- Formulates policies and plans, organizes, and directs all law enforcement, investigation, and related operations statewide in the context of insurance fraud enforcement activities for the California Department of Insurance (CDI).
- Develops and reviews proposed legislation and regulations, as needed, to support the law enforcement function of CDI
- Oversees the administration of annual grants to District Attorneys to investigate, charge, and prosecute fraud in the areas of workers compensation, health insurance, auto insurance, and other lines of insurance.

This position is designated as peace officer under Penal Code Section 830.3 and carries out law enforcement programs as mandated and/or authorized by Penal Code Sections 550 and 551, the Insurance Code and its regulations, and other related laws. The incumbent performs the full range of peace officer duties and responsibilities.

The Enforcement Branch is comprised of the Fraud and Investigation Divisions. The Branch is charged with investigating criminal and regulatory violations starting with point-of-sale transactions through the claims process. The Branch is also responsible for protecting the public from economic loss and distress by actively investigating, arresting, and referring (for prosecution or other adjudication) those who commit insurance fraud and consumer abuse through anti-fraud outreach and training to the public, private, and governmental sectors.

**Special Requirements:** The incumbent must meet all Peace Officer Standards and Training (POST) requirements and successfully qualify at quarterly weapons proficiency examinations. A thorough background investigation is required prior to appointment.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature who resigned or was released from service within the last 12 months and with two or more consecutive years of service, as defined in Government Code Section 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute), as defined in Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform highly sensitive administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Department's equal opportunity objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal opportunity objectives.

The above knowledge and abilities are expected to be obtained from extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. (Experience may have been paid or volunteer, in State service, other government settings, or in a private organization.)

### **DESIRABLE QUALIFICATIONS**

1. Demonstrated knowledge of law enforcement operations for a large consumer protection agency, department, or agency engaged in the detection and investigation of criminal activities related to insurance and Insurance Code and regulation violations, as well as law enforcement systems at the local, state, and federal levels.
2. Demonstrated experience, at the management level, in formulating, developing, and implementing insurance-related law enforcement practices.
3. Demonstrated proficiency on criminal and regulatory law, best law enforcement practices, and other related subjects.
4. Demonstrated experience in effectively leading and directing an enforcement agency with diverse functions/responsibilities and in achieving specific mission and objective-related goals.
5. Demonstrated knowledge of the principles of management and supervision, strategic planning, and internal working relationships of the Department of Insurance.
6. Evidence of effective relationship building skills necessary to establish and maintain cooperative relations with CDI Executive management and staff at various levels within the organization, and with other law enforcement, prosecutorial, and judicial personnel.
7. Possession of Managerial and/or Executive POST certificates.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Commissioner, Enforcement Branch, CEA 4**, with the **Department of Insurance**. Applications will be retained for 12 months.

The results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to 12 months.

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and Statement of Qualifications; therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities, and personal characteristics meet the minimum qualifications and desirable qualifications. The Statement of Qualifications must indicate your total years of experience (and civil service classification, if applicable) performing each of the qualifications. The Statement of Qualifications may be the only basis for the candidate's final score and rank on the eligible list.

### **FILING INFORMATION**

**Interested applicants must submit the following:**

- A completed Standard State Application (Form STD 678).
- A "Statement of Qualifications." The Statement of Qualifications is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. It serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed

and no more than two pages in length. Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the examination process.

- A list of references.

All application materials (Standard State Application, resume, Statement of Qualifications, and references) must be postmarked no later than the final filing date of **July 15, 2013**.

Application materials postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Questions concerning this examination should be directed to Tiffany Chew at (916) 492-3311 or [chewt@insurance.ca.gov](mailto:chewt@insurance.ca.gov).

**Applications must be submitted by the final filing date to:**

Department of Insurance  
Human Resources Management Division  
300 Capitol Mall, Suite 1300  
Sacramento, CA 95814  
Attention: Tiffany Chew

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Insurance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

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It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

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